

**DEVELOPMENT PROGRAM MANAGER**

**DEFINITION**

Under general direction, is responsible for the development and management of programs for the Department of Development; performs related duties as required.

**EXAMPLES OF WORK** (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Complies with federal, state and local legal contract and program requirements by studying existing and new legislation;

Monitors the development and implementation of programs utilizing federal and local funds;

Confers with federal and other government officials in order to negotiate contracts for federal financial assistance;

Consults with businesses, developers, governmental authorities, and civic groups in order to attract, retain or revitalize business and industry;

Monitors the progress of public capital improvements in order to allow business, industry and developers to maximize their opportunity;

Conducts community information meetings, seminars, and in-house training on department programs and issues;

Interprets Zoning, Housing and Building Codes to the public, community groups, nonprofits, developers, and departmental staff;

Reviews the housing, building, planning and other codes to ensure consistency of terminology;

Prepares background research papers and documents for the Department as required;

Maintains professional and technical knowledge by attending educational workshops and reviewing professional publications;

Keeps the administrator informed, in a timely manner, of any situations that will impact the goals and objectives of a program.

**MINIMUM QUALIFICATIONS**

Possession of a bachelor's degree and three (3) years of experience in city or regional planning, community or economic development, code enforcement, social or human services, public or business administration, or closely related field, which has included one (1) year of supervisory experience. Substitution(s): A master's degree in city or regional planning, business administration, public administration or closely related field may be substituted for one (1) year of the non-supervisory experience.

## **KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of the principles and practices of public or private trade and development under government sponsorship; considerable knowledge of federal and local regulations affecting trade and development activities; considerable knowledge of the principles and practices of marketing techniques; considerable knowledge of research and statistical methods; ability to write and speak effectively; ability to prepare comprehensive reports; ability to plan own work schedule; ability to plan and direct the work of others; ability to develop and maintain effective working relationships with others.

Probationary Period: 365 Days  
Examination: Noncompetitive

Class Code: 0350  
Job Family: Administrative  
EEO Job Category: Official/Administrative  
Compensation Plan: CMAGE  
Salary: Range 34-36

Class established: 01-06-86  
Current spec: 07-30-01  
Commission action taken: Retitle (Trade and Development Program Manager)  
Revise/Retitle (Economic Development Program Manager 7/24/95)  
Last reviewed: 07-30-01